



COMMITTEE DESCRIPTIONS

BRITTANY POINTE ESTATES RESIDENTS ASSOCIATION

Core Committees

Administrative Liaison Committee – This committee serves as an important conduit for information between the residents association and the BPE Administration and is mandated by the BPERA By-Laws. It is chaired by the BPERA President and its membership includes: BPE Executive Director; Director of Culinary and Nutritional Services; Administrator of Health Services; Director of Physical Plant; BPERA Executive Board; Chairperson - Medical Liaison Committee; and Building Representatives (from Aspen, Birch, Chestnut, OakBridge Terrence, and Willow Brooke Court). Meetings are held after a BPERA Board meeting and prior to a “Let’s Talk” meeting. The BPE Administration topics range from facility projects planned and their current status to safety issues. Each director provides an overview of the activities for the past month and scheduled events yet to happen. BPERA members submit questions to the administration and describe problems and concerns related to their building or area of responsibility.

***Appreciation Awards Committee** - Brittany Pointe Estates and other ACTS communities have a strict “NO TIPPING” policy for food servers, housekeepers, maintenance workers, medical aides, and all other non-management hourly workers in Independent Living, OakBridge Terrace, and WillowBrooke Court. The Brittany Pointe Estates Residents Association (BPERA) felt that these people should be rewarded for their service and a Gratuities Committee was formed in 1994 to oversee this program.

Audit Committee - The President, with the concurrence of the board, selects an audit committee of two members before the December meeting of the BPE Residents Association. The Audit Committee examines and audits the previous year’s finances and reports the result of the audit to the association at the March meeting of the residents’ association.

Bazaar Committee - The fall Annual Bazaar is a long-standing tradition at Brittany Pointe. It is held the first or second Friday and Saturday of November, and most of the proceeds go toward scholarships for our wait staff. Booths are set up for books, crafts, quilts, Christmas and holiday items, attic treasures, jewelry, clothing, food, puzzles and games, suitcases, glassware, raffle baskets, electronics, linens, electric items, high end gift items, and furniture. During the year donated items are sorted and stored. New residents may be asked by chairpersons to serve in specific ways and various announcements urge folks to volunteer. If you would like to donate items, contact the chairpersons.

Building Committee - The members of the building committee are the eyes and ears of the residents and report their concerns to administration. The members tour the campus to

identify problem areas to discuss at their monthly meetings with the Director of Plant Services. The committee consists of residents from the independent resident buildings.

Charitable Giving - This Committee receives requests and investigates local charitable organizations that ask for donations from the Brittany Pointe Estates Residents Association. It then allocates and distributes funds from the budget for this purpose, approved by the board of directors. The committee pursues such matters as each applicant's activities, mission statement, history of service, organizational structure and funding needs, including other sources of support. At least two members of the committee visit the premises to meet with representatives of potential recipients. The recommendations are finalized and reported to the board of directors before the end of the year.

Culinary Committee – The purpose of the Culinary Committee is to meet with members of the culinary department to discuss and resolve concerns of the residents. The group meets on the third Tuesday every month and consists of residents who eat breakfast, lunch and dinner in the café and residents who eat dinner in the Lafayette and Riviera Rooms.

The committee receives concerns from the residents and presents them to the director and assistant director. They offer suggestions for improvement to the dining experience at Brittany. Minutes of the meetings are posted on the main bulletin board, in the library and on the website.

Executive Committee – This committee is comprised of six elected officers of the BPERA Board of Directors: President, Vice President, Secretary, Assistant Secretary, Treasurer, Assistant Treasurer.

Landscape Committee - The committee meets monthly to share concerns and to review capital and current projects that will involve the exterior of the campus. They are also charged with bringing to the attention of the administration various circumstances that need attention such as fallen trees, washouts and ground level apartment patio gardens. At these meetings, they also meet with representatives of the landscape providers to help plan annual plantings and explore new projects. Residents are encouraged to call the committee members with any concerns and also to utilize the work order system, giving the yellow copy to the chairman so that he and the committee can follow up on these concerns. Persons who wish to plant a garden plot in the community garden area are encouraged to contact Lynn Nurse.

Medical Liaison Committee - The Medical Liaison Committee functions as an intermediary between all our residents and those who deliver the excellent care we receive. Committee members include a representative from the Aspen, Birch and Chestnut wings as well as representatives who speak for those residents who reside in WillowBrooke Court and OakBridge Terrace. Physician residents are at-large members. Also on the committee are the Administrator of Health Services and the Directors of Nursing for WillowBrooke Court, OakBridge Terrace, and Residential Nursing. The

committee meets monthly to discuss a variety of medical issues that may arise from all these participants and serves as a conduit to inform residents of activities in these areas.

Nominations and Elections Committee - Each year, at the September board meeting, the president of the residents' association presents to the board of directors the names of five members of the association, none of whom shall be a current officer, to serve as a Nominating-Elections Committee. The president designates one of the committee members to be the chairperson. No person shall serve on this committee more than once in any five-year period. Each of the three residential buildings shall be represented on the committee.

Senior Service Scholarship Awards Committee – This committee is responsible for seeing that high school seniors who have been employed by the Culinary Department, and who meet the criteria of working the prescribed number of hours during their senior year, and who are on track to graduate from their respective high schools receive a financial award from the Residents Association. These awards are presented each year at a celebratory dinner with the seniors and their parents in the auditorium.

Ancillary Committees

Activities, Celebrations % Events (ACE) Committee – This committee helps to prepare for the monthly birthday celebration, usually held in the Versailles Room. Another important activity is decorating for the culinary events each month. The culinary department informs the committee of the themes for their dinners three months ahead of time. Committee members search the Internet for ideas, donate their own decorations, and carry the decorations from the storeroom to the dining room. The third activity that this volunteer group supports is the Friday social held on the fourth Friday of each month. The tree lighting ceremony which is held in December is planned by this committee. In addition, the biggest event of the year is Christmas. One large Christmas tree is decorated in the lower lobby and two smaller ones in the upper lobby and all are finished before the tree lighting ceremony. All these areas have other decorations such as a large sleigh with packages, wreaths, poinsettias, and other smaller items. There is also a Hanukkah display in the lower lobby. At Easter time, live lilies decorate the upper and lower lobbies and in the café around the fountain. Decorations adorn the Lafayette Room and lower lobby for Valentine's Day, St. Patrick's Day, Memorial Day, Flag Day, the Fourth of July, Halloween, and Thanksgiving.

Announcement Committee - Members of the committee make announcements at 5pm and 6pm in the Lafayette Room (main dining room) on Monday through Friday. If desired, the announcements can be received in the Riviera Room, the Café, or the

Fountain area, either simultaneously or on an individual basis. Every two weeks one member of the committee announces at 5pm and another member announces at 6pm. The members of the committee alternate throughout the year. The committee meets at least four times a year, primarily to arrange announcer schedules for the next quarter and to discuss any problems encountered or for general information.

Audio-Visual Library Committee - The Audio/Visual Library Committee maintains a library of over 500 DVD's and VHS tapes (including 35 musicals) and more than 800 books on tapes and CD's. Most of these are behind locked doors, but some can be found in an unlocked section. The library is open from 10:00 a.m. till 11:00 a.m. on Monday and Thursday mornings to check out the items in the locked section. If a resident is unable to come at the specified library hours they may call one of the members of the committee and they will meet you at the library.

Audio-Visual Technical Committee - The purpose of the Audio-Visual Technical Committee is to assist both residents and staff in the use of the existing audio and video systems in the auditorium, the sound system in the dining room, dining room lobby, and café and the equipment in the Media Room. We also instruct other residents in the use of the projector, the camera, the screen, the amplifier, the remotes, the volume control and the DVD and VHS players.. Many functions are controlled in the Media Room which is the small room with a window at the back of the auditorium. There is a 16-channel mixer that is used for controlling sound and sound effects for rehearsals and productions of plays and other major creations by the residents. This committee also trains individuals to place the church services on Sundays on the in-house television.

Bulletin Board Committee - The Bulletin Board Committee is responsible for the organization and maintenance of the bulletin boards assigned to the Brittany Pointe Estates Residents Association. These bulletin boards comprise the bulletin boards in the hallway adjacent to the entrance of the Dining Room Lounge and the two bulletin boards in each residential building, in the mailbox lobby.

Entertainment Committee - The Entertainment Committee meets once a month to plan future entertainment for the residents. A variety of venues are explored by the committee in order to present a mixture of quality presentations. The committee reviews DVDs and CDs and also, a various times, attends performances at other locations to review and evaluate these presenters. We work with a budget from the Brittany Pointe Estates Resident's Association, along with the ACTS Corporate Budget to try to bring worthwhile entertainment on Monday evenings in the auditorium of Brittany Pointe. This committee tries to plan six months to one year in advance, in order to contract with these entertainers.

Fire Wardens Committee - The Fire Wardens Committee at Brittany Pointe acts as a good neighbor to help the administrative staff evacuate residents in the event of a fire alarm. There are four representatives from each building; each representative is responsible for one floor in his or her building. These representatives pass along fire safety and evacuation information and encourage all residents to respond to alarms.

In addition, Fire Wardens have been named as members of our "Safety Committee". They have become an extension of the "eyes and ears" for the Administrative Staff. They investigate potential safety and fire concerns voiced by fellow residents. If they determine after investigation that the concern was justifiable, the Fire Warden will pass it on to the BPE Fire Marshal and/or Deputy.

Intergenerational Committee - The Intergenerational Committee consists of a small group of Brittany Pointe residents interacting with students from the North Penn High School to promote understanding for possible voluntary positions for future careers and occupations. The students are offered an elective course "Challenges of the Aging Adult" for six classroom periods per semester, earning one course credit. The course is designed to increase understanding and valuation of skills necessary when working with aging individuals and groups. Students and seniors usually have a one-on-one discussion on a prepared subject to gain better knowledge of each other.

Library Committee - It is the desire of the Library Committee of Brittany Pointe Estates to provide good reading material for the residents. They purchase fiction and non-fiction books, in regular print and large print, with funds allocated to them by the Residents Association. In addition, they welcome contributions of books from residents, anticipating that they may become part of the collection. The Library Committee reserves the right to make the final decision regarding donated books. They should be in good, readable condition. The Committee does not accept any condensed books, "how-to" books, cookbooks or textbooks. Books that cannot be used, are either returned to the owner or donated to the Annual Bazaar or to the Library in OakBridge Terrace. Because of limited space, they keep only one copy of a title. However, if a book is available in large print, it may be added as a second copy. The Library Committee does not endorse every idea or opinion contained in the books made available. They believe books are inherently valuable and worthy of cherishing. Suggestions of titles that would be enjoyed by our residents will be considered if funds are available

Movie Committee - . The Movie Selection Committee chooses movies for the Saturday night presentation on several criteria: the film must be a recent release, that is, it must be available through rental sources; the subject material and presentation should be appropriate for the Brittany Pointe audience; and over time different genres must be offered. The committee meets every two months to select 10 or 12 movies for possible showing. This is done by consulting movie reviews and from recommendations from the group. Anyone is welcome to attend the committee meetings and participate.

Music (Songsters) - The Songsters are a group of resident who love to sing. The group presents two concerts each year, a spring concert in May and a holiday concert in December. Practices are once a week beginning three months ahead of each concert, i.e., in February for the spring concert and in September for the December concert. Sign-up sheets appear on the bulletin board in late January and late August. The group also sings at the Brittany Pointe's annual Thanksgiving service the Tuesday before Thanksgiving. Eric Gombert, Director of Music at Trinity Lutheran Church in Lansdale, is director of the group. Residents who play the piano and organ accompany the chorus. Other

residents provide technical expertise in setting up the audio, take photographs, prepare the programs, and film the performances, which appear on the in-house television channel. The ACTS maintenance staff sets up the stage weekly with risers. There are three music librarians and a treasurer. If you like to sing, come join the Songsters. There is no audition; the only requirement is a love for music.

Plants Committee - The Plant Committee places healthy looking plants in decorative pots to soften the straight lines of the windows and sills and add a touch of elegance and warmth to each area. The plants are located on the windowsills in all the hallways leading to the Aspen, Birch and Chestnut residential areas, in the halls leading to the game room and craft room, on the bridge leading to assisted living, in the four country kitchens in OBT, and in the space surrounding the fitness center. The committee has also provided plants for the offices of the executive director and the administrative office manager as well as for the receptionist. When a plant needs reporting, the job falls to the chair or a member of the committee. A potting table is located in the laundry room on the second floor of Chestnut. The potting bench consists of a cabinet on wheels with a large counter, an old sink with the opening closed with a metal disk, and space underneath for pots, saucers and other crockery. A sturdy plastic container fits under the counter and contains plant food, sand, gardening tools and potting soil. If you miss your home with plants inside and outside, please call the chair and offer your assistance.

REACT - REACT is an acronym for Resident Enterprise Assistance Chore Technician, a resident volunteer committee that provides assistance to residents who may require some aid in maintaining devices in their apartments. The committee responds to the requests as quickly as possible, depending upon the availability of the volunteer personnel. The nine-member committee has personnel that have expertise in repairs of computers, scooters, electronics, furniture and other general repairs. No job is too small. There is no charge, except when parts must be purchased, and then you are requested to reimburse the particular individual for their expenses. Any donations to the REACT committee are gratefully appreciated since these volunteers spend their own time to assist our residents. If you require assistance, call the chairman, Robert Burns, at 215-412- 2568.

Theater Committee (Spring) - The Theater Group Committee is responsible for the periodic production of entertainment. The committee strives to use the talents of the residents of the community as actors, performers, and production support. Occasionally, Brittany Pointe Estates staff or talent from outside the community is engaged. The performances have no set time of the year, but they generally take place in the spring and are primarily presented in the auditorium. The objective is to entertain the audience with comedy, drama, musical, and variety presentations in a wholesome manner. The committee solicits ideas and recommendations from all residents. We are always looking for individuals who have a special talent and are comfortable performing in front of an audience.

Touchtown Committee - Touchtown is an in-house television program which is web-based software with cutting edge technologies. The committee is responsible for placing

announcements, activities, dining room menus and other information on the television station as well as updating it daily. Members of the committee are able to access the television screens from their own computers in their apartments. Photographs and other clip art can be incorporated into the screens.

Township Liaison Committee - Barbara Taylor and Frank Krimm represent the Brittany Pointe Estates Residents Association at the Upper Gwynedd Township Commissioners Meeting which is held on the fourth Monday of each month. The elected commissioners include the president, who is in charge of the administration, finance, and personnel; the vice-president, who is in charge of public works, parks and recreation; and other members who are in charge of public safety, wastewater, planning, and zoning. The township manager and chief of police also are members of the meeting. If a resident has a concern about the community he or she should bring it to the attention of the members of this committee.

Veterans Affairs Committee - The Brittany Pointe Veterans Affairs Committee (BPVAC) was established in 2002 to recognize and honor military veterans who served to defend and preserve the sovereignty the United States, our freedoms and way of life. This committee established and maintains the Wall of Honor. This display includes an engraved brass plate for each veteran with their name, branch and dates of service; a description of each veteran's record of service; and when available a photo of the veteran taken during their time in service. Deceased veterans are designated with a gold star on their photograph and on their record of service. The Wall of Honor is located in the hallway to the right of the main entrance lobby of Brittany Pointe. The BPVAC also conducts ceremonies to honor veterans on one or more holidays during the year, such as Veterans Day, Armed Forces Day, etc.

Woodshop - The woodshop is a dangerous environment unless everyone is constantly safety conscious and is thoroughly familiar with the operation and maintenance of the power equipment and hand tools that are available. The woodshop is for the residents to have a safe area to pursue their hobbies, crafts or repairs. This environment can only be maintained if those residents who have access to the woodshop have been trained in the operation of the equipment and tools located in the woodshop.

To ensure a safe environment, the following policies are in effect:

1. A key will only be issued to residents who will be using the woodshop on a regular basis—after:
 - a. The Application for Use of Resident Workshop Form, available at the front desk, has been completed.
 - b. The Workshop Release Form has been completed and signed by the Executive Director of Brittany Pointe Ests.
 - c. The chairperson of the woodshop has briefed them on the equipment and safety provisions in the woodshop.
 - d. In addition, the key may not be lent to any other person.

2. Persons who have a need for access to the woodshop on an infrequent basis, may contact the woodshop chairperson for permission to work in the woodshop and use hand tools or sign out and borrow hand tools overnight, but they must not use any of the power equipment. These residents will also be required to be briefed on safety provision and to sign the workshop release form.

3. It is understood that by signing the workshop release form, the resident acknowledges the woodshop policies and that any injury sustained will not be cause for a claim against any individual, the BPERA or Acts.

4. If a resident is not familiar with the operation and safety rules of a specific tool or piece of equipment, they must consult with the woodshop chairperson for operation and safety information.

5. Items provided by Acts, donated by residents or purchases by the BPERA are intended for use by authorized woodshops personnel.

6. A log sheet is maintained in the woodshop for persons to sign out and sign in for those tools that those residents need to borrow. Tools may be kept only overnight unless special permission is received from the woodshop chairperson.

7. There are a series of cabinets in the woodshop with drawers. There are not enough storage drawers to accommodate all of the key holders. Those residents who are regularly active in the woodshop will be allocated a drawer for storage of personal tools. The residents who have drawers for their personal use may install their own lock if they desire. If locks are not installed, it is assumed that the contents are available for use of all authorized woodshop personnel. All drawers will have the name of the resident affixed. The woodshop chairperson will administrate the name tags.

8. Neither the woodshop nor the woodshop storage room will be used by residents for additional storage of personal property. Personal property may remain in the woodshop while under repair for a reasonable time after notifying the woodshop chairperson.

9. In the lumber storage room, as far as practical, the lumber will be stored on shelves. If the lumber is personal property, it must be labeled, otherwise the lumber is community property.

10. All persons using the woodshop and/or woodshop storage room will sweep or vacuum all residue created by virtue of work performed in the shop, switch off all of the lights and lock the doors when they depart from the shop.

11. Loose clothing and rings are hazardous, the use of gloves, masks, ear and eye protection are necessary precautions and are provided in the woodshop for use.

12. Any equipment malfunction, unusual happenings or damage must be reported to the woodshop chairperson for repairs to be effected.

13. If a resident has tools in the woodshop that become damaged due to being used by another resident, the original owner is not responsible for any cost or repair. The repairs will be borne by the woodshop budget or the tool scrapped if repairs are not cost effective.

14. All painting must be performed in the woodshop paint room.

15. Expenditures of funds for the woodshop, from the budget, may be made only with the approval of the woodshop chairperson. A voucher, with original sales receipts, will be submitted to the treasurer of the BPERA for reimbursement.

16. No resident will be allowed beyond the woodshop front door without signing a Workshop Release Form.